

**TABLE 2 (Continued)**  
**GOVERNMENT-FURNISHED PROPERTY/EQUIPMENT FOR SHARED USE**

FASP Equipment			Comments
Item	Manufacturer/Model		
Purge and Trap GC/MSD	Tekmar ALS 2016 Autosampler (and Tekmar 6000 TDU)		TDU (Thermal Desorption Unit) includes tube conditioning unit
	Tekmar 3000 Purge and Trap		
	HP6980/5973 GC/MSD		
	HP Chemstation Software		
Purge and Trap GC/MSD	Varian Archon Autosampler		
	Tekmar 3000 Purge and Trap		
	HP6980/5973 GC/MSD		
	HP Chemstation Software		
Dual Column GC-ECD	HP5890 GC/ECD		HP3392A Integrator used to control HP7673 Autosampler and 5890 GC, Turbochrome used to process data.
	HP7673 Autosampler		
	HP3392A Integrator		
	PE Turbochrome Software		
GC/FID	Varian 3400 GC/FID		includes Varian 8100 series autosampler
	Turbochrome 4 software		
XRF	Niton 723Q		Operated in Field, Mobile Lab
Mercury Analyzer	PE 508 Mercury Analyzer System		
Portable GC/MS	Inficon Hapsite GC/MS		Includes use of headspace analyzer (maintained by EPA)
	Galaxy Software		
Various	Meters (conductivity, pH, etc...)		

Various	hot plates, heating mantles, stirrers, shakers, ovens, refrigerators, freezers, glassware, sieves, general laboratory devices, etc.	
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**TABLE 2 (Continued)**  
**GOVERNMENT-FURNISHED PROPERTY/EQUIPMENT FOR SHARED USE**

PM2.5 PEP Shared Property								
ITEM NO.	QTY	ID/TAG NO.	DESCRIPTION	MANUFACTURER	MODEL	SERIAL NO	DATE ACQ'D	
1	1	A02933	Portable FRM PM2.5 sampler with carrying cases	BGI	PQ200	235	6/99	
2	2		Heavy-duty BGI shipping case	BGI			9/99	
3	1	967905	Portable FRM PM2.5 sampler with carrying cases	Andersen	RAAS2.5-200	2.5-20000016	7/99	
4	1		Andersen Calibration Kit	Andersen		100784	3/99	
5	1	967906	Portable FRM PM2.5 sampler with carrying cases	R&P	2000	200AAZ01129907	8/99	
6	1	R9PM001	Electric transport cooler with 12 volt to AC transformer	Coleman	16 qt	None	12/98	
7	1		Cellular phone	Samsung	SCH210	210622	3/99	
8	6		Cables for connecting the data download device to the Portable FRM sampler					12/98
9	6		Downtube flow rate adapter				12/98	
10	1		wooden dowel, and cloth wads to clean downtube					12/98
11	1		FRM Operations manual					12/98
12	1		FRM PEP Fields SOPs				12/98	
13	1		Documentation forms or data sheets, preprinted					12/98

NAME: US EPA/SF/RCRA REG. PROC. OPS. DIV.  
TEL: 202 565 2557  
DATE: MAR. 27, 2001 10:15

SESSION	0654	TX	01	97039343792	MAR. 27	10:12	016	00H03'52"	ECM	OK
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TX RESULT REPORT

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## FACSIMILE

U.S. Environmental Protection Agency (EPA)

\*\*\*\*\*

TO: ICF Consulting


FROM: Sheila Holmes

FAX#: 301-934-3792

SUBJECT: Government - Turnover Property

DATE: 3/27/01

PAGES: 15

Please review the attached information and call  Sheila Holmes, Contract Specialist at (202) 564-4354, if you have any questions about the attached information.

Thank you.

ATTACHMENT 4

GOVERNMENT FURNISHED SPACE

# **GOVERNMENT-FURNISHED FACILITIES**

## **Location of Contractor Performance:**

EPA Region 9 Laboratory  
1337 South 46th Street, Building 201  
Richmond, CA 94804-4698

The Regional Laboratory is situated on the grounds of the University of California at Berkeley Richmond Field Station.

## **Government-Provided Facilities/Equipment**

The following laboratory facilities are reserved for contractor use.

Location	Room No.	Use	Size (Sq. Ft.)
EPA Region 9 Laboratory	201	VOA Laboratory	720
	207	Inorganic Laboratory	480
	209	VOA Laboratory	480
	300	Trace Metals Lab	480
	301	ICP/MS Laboratory	480
	303	ICP Laboratory	480
	304	TOC Laboratory	480
	311	Inorganic Laboratory	288
	400	GC Laboratory	480
	402	SVOA GC/MS Laboratory	720
	404	Organic Prep Laboratory	720
	406	Organic Prep Laboratory	480
	501	Glassware Preparation Room	720
	506	Mobile Laboratory Equipment Storage	720
			480



The following government facilities are shared with government employees. For shared facilities, a schedule of use shall be developed and adhered to. Contractor work areas within shared facilities shall be clearly identified as such.

Location	Room No.	Use	Size (Sq. Ft.)
EPA Region 9 Laboratory	203	VOA Laboratory	720
	205	Sample Preparation Laboratory	288
	302	Metals Preparation Laboratory	960

Thirteen furnished offices (containing desks, chairs, etc.), each of which can house two persons, are available in the Laboratory building for contractor use. Additional desk space is contained in the laboratory rooms.

ATTACHMENT 5

INVOICE INSTRUCTIONS



INVOICE PREPARATION INSTRUCTIONS  
SF 1034

The information which a contractor is required to submit in its Standard Form 1034 is set forth as follows:

- (1) U.S. Department, Bureau, or establishment and location - insert the names and address of the servicing finance office unless the contract specifically provides otherwise.
- (2) Date Voucher Prepared - insert date on which the public voucher is prepared and submitted.
- (3) Contract/Delivery Order Number and Date - insert the number and date of the contract and delivery order, if applicable, under which reimbursement is claimed.
- (4) Requisition Number and Date - leave blank.
- (5) Voucher Number - insert the appropriate serial number of the voucher. A separate series of consecutive numbers, beginning with Number 1, shall be used by the contractor for each new contract. When an original voucher was submitted, but not paid in full because of suspended costs, resubmission vouchers should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" as the last character of the number. If there is more than one resubmission, use the appropriate suffix (R2, R3, etc.)
- (6) Schedule Number; Paid By; Date Invoice Received - leave blank.
- (7) Discount Terms - enter terms of discount, if applicable.
- (8) Payee's Account Number - this space may be used by the contractor to record the account or job number(s) assigned to the contract or may be left blank.
- (9) Payee's Name and Address - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer.
- (10) Shipped From; To; Weight Government B/L Number - insert for supply contracts.
- (11) Date of Delivery or Service - show the month, day and year, beginning and ending dates of incurrence of costs claimed for reimbursement. Adjustments to costs for prior periods should identify the period applicable to their incurrence, e.g., revised provisional or final indirect cost rates, award fee, etc.
- (12) Articles and Services - insert the following: "For detail, see

Standard Form 1035 total amount claimed transferred from Page \_\_\_\_ of Standard Form 1035." Type "COST REIMBURSABLE-PROVISIONAL PAYMENT" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-PROVISIONAL PAYMENT" on the Interim public vouchers. Type "COST REIMBURSABLE-COMPLETION VOUCHER" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-COMPLETION VOUCHER" on the Completion public voucher. Type "COST REIMBURSABLE-FINAL VOUCHER" or "INDEFINITE QUANTITY/INDEFINITE DELIVERY-FINAL VOUCHER" on the Final public voucher. Type the following certification, signed by an authorized official, on the face of the Standard Form 1034.

"I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the contract."

\_\_\_\_\_  
(Name of Official)

\_\_\_\_\_  
(Title)

- (13) Quantity; Unit Price - insert for supply contracts.
- (14) Amount - insert the amount claimed for the period indicated in (11) above.

INVOICE PREPARATION INSTRUCTIONS  
SF 1035

The information which a contractor is required to submit in its Standard Form 1035 is set forth as follows:

- (1) U.S. Department, Bureau, or Establishment - insert the name and address of the servicing finance office.
- (2) Voucher Number - insert the voucher number as shown on the Standard Form 1034.
- (3) Schedule Number - leave blank.
- (4) Sheet Number - insert the sheet number if more than one sheet is used in numerical sequence. Use as many sheets as necessary to show the information required.
- (5) Number and Date of Order - insert payee's name and address as in the Standard Form 1034.
- (6) Articles or Services - insert the contract number as in the Standard Form 1034.
- (7) Amount - insert the latest estimated cost, fee (fixed, base, or award, as applicable), total contract value, and amount and type of fee payable (as applicable).
- (8) A summary of claimed current and cumulative costs and fee by major cost element. Include the rate(s) at which indirect costs are claimed and indicate the base of each by identifying the line of costs to which each is applied. The rates invoiced should be as specified in the contract or by a rate agreement negotiated by EPA's Cost Policy and Rate Negotiation Branch.
- (9) The fee shall be determined in accordance with instructions appearing in the contract.

NOTE: Amounts claimed on vouchers must be based on records maintained by the contractor to show by major cost element the amounts claimed for reimbursement for each applicable contract. The records must be maintained based on the contractor's fiscal year and should include reconciliations of any differences between the costs incurred per books and amounts claimed for reimbursement. A memorandum record reconciling the total indirect cost(s) claimed should also be maintained.

## SUPPORTING SCHEDULES FOR COST REIMBURSEMENT CONTRACTS

The following backup information is required as an attachment to the invoice as shown by category of cost:

Direct Labor - identify the number of hours (by contractor labor category and total) and the total loaded direct labor hours billed for



the period in the invoice.

Indirect Cost Rates - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied.

Subcontracts - identify the major cost elements for each subcontract.

Other Direct Costs - when the cost for an individual cost (e.g., photocopying, material and supplies, telephone usage) exceeds \$1,000 per the invoice period, provide a detailed explanation for that cost category.

Contractor Acquired Equipment (if authorized by the contract) - identify by item the quantities, unit prices, and total dollars billed.

Contractor Acquired Software (if authorized by the contract) - identify by item the quantities, unit prices, and total dollars billed.

Travel - when travel costs exceed \$2,000 per invoice period, identify by trip, the number of travellers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed. Detailed reporting is not required for local travel.

The manner of breakdown, e.g., task order/delivery order basis with/without separate program management, contract period will be specified in the contract instructions.

NOTE: For other than small business concerns, amounts claimed for purchased material and subcontracted items should be based on the cash disbursed by the contractor. These costs cannot be billed to the Government until paid for by the contractor. Any of these costs billed to the Government prior to being paid in cash, in addition to their associated indirect costs, will be considered improper charges and will be suspended until evidence of cash payment is provided. Similarly, any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, dollar amount, source, and reason for the adjustment. Disallowed costs should be identified in unallowable accounts in the contractor's accounting system.

#### SUPPORTING SCHEDULES FOR FIXED-RATE CONTRACTS

The following backup information is required as an attachment to the invoice as shown by category of cost:

Direct Labor - identify the number of hours (by contractor labor

category and total) and the total direct labor hours billed for the period of the invoice.

Subcontracts - identify the major cost elements for each subcontract.

Other Direct Costs - when the cost for an individual cost (e.g., photocopying, material and supplies, telephone usage) exceeds \$1,000 per the invoice period, provide a detailed explanation for that cost category

Indirect Cost Rates - identify by cost center, the indirect cost rate, the period, and the cost base to which it is applied.

Contractor Acquired Equipment - identify by item the quantities, unit prices, and total dollars billed.

Contractor Acquired Software - identify by item the quantities, unit prices, and total dollars billed.

Travel - when travel costs exceed \$2,000 per invoice period, identify by trip, the number of travellers, the duration of travel, the point of origin, destination, purpose of trip, transportation by unit price, per diem rates on daily basis and total dollars billed. Detailed reporting is not required for local travel.

The manner of breakdown, e.g., task order/delivery order basis with/without separate program management, contract period will be specified in the contract instructions.

NOTE: For other than small business concerns, amounts claimed for purchased material and subcontracted items should be based on the cash disbursed by the contractor. These costs cannot be billed to the Government until paid for by the contractor. Any of these costs billed to the Government prior to being paid in cash, in addition to their associated indirect costs, will be considered improper charges and will be suspended until evidence of cash payment is provided. Similarly, any costs requiring advance consent by the Contracting Officer will be considered improper and will be suspended, if claimed prior to receipt of Contracting Officer consent. Include the total cost claimed for the current and cumulative-to-date periods. After the total amount claimed, provide summary dollar amounts of cumulative costs: (1) suspended as of the date of the invoice; and (2) disallowed on the contract as of the date of the invoice. The amount under (2) shall include costs originally suspended and later disallowed. Also include an explanation of the changes in cumulative costs suspended or disallowed by addressing each adjustment in terms of: voucher number, date, dollar amount, source, and reason for the adjustment. Disallowed costs should be identified in unallowable accounts in the contractor's accounting system.

#### RESUBMISSIONS

When an original voucher was submitted, but not paid in full because of suspended costs and after receipt of a letter of removal of suspension, resubmissions of any previously claimed amounts which were suspended should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" with the copy of the removal of suspension notice. The amounts should be shown



under the appropriate cost category and include all appropriate supplemental schedules. NOTE: All disallowances must be identified as such in the accounting system through journal entries.

Voucher resubmittals may also occur as a result of: (1) a new indirect cost rate agreement; or (2) adjustments to previously billed direct cost rates due to audit resolution. Such claims should be submitted in a separate invoice or request for contractor financing payment number. They should include supplemental schedules showing the previously adjusted amounts by contract period. If the resubmission is based on a new rate agreement, a copy of the agreement should be attached. Costs must be identified by delivery order or Task Order where appropriate. If the contract is Superfund-related, voucher resubmittals shall also identify the amount claimed against each Superfund site and non-site-specific activity.

#### COMPLETION VOUCHERS

Submit a completion voucher when all performance provisions of the contract are physically complete, when the final report (if required) is accepted, and when all direct costs have been incurred and booked. Indirect costs may be claimed at the provisional rates, if final rates are not yet available. Contractors must identify these vouchers by typing "Completion Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing total costs claimed by delivery order and in total for the contract.

In addition to the completion voucher, the contractor must submit an original and two copies of EPA Form 1900-10, Contractor's Cumulative Claim and Reconciliation showing the total cumulative costs claimed under the contract.

The information which a contractor is required to submit in its EPA Form 1900-10 is set forth as follows:

- (1) Contractor's Name and Address - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer.
- (2) Contract Number - insert the number of the contract under which reimbursement is claimed.
- (3) First voucher number and completion voucher number.
- (4) Total amount of cost claimed for each cost element category through the completion voucher.
- (5) Total Fee awarded.
- (6) Amount of indirect costs calculated using negotiated final indirect cost rate(s) and/or provisional rate(s) as specified in the contract, if final rate(s) are not yet negotiated for any

fiscal period.

- (7) Fiscal year.
- (8) Indirect cost center.
- (9) Appropriate basis for allocation.
- (10) Negotiated final indirect cost rate(s) or provisional indirect cost rate(s).
- (11) Signature.
- (12) Official title.
- (13) Date.

#### FINAL VOUCHER AND CLOSING DOCUMENTS

After completion of the final audit and all suspensions and/or audit exceptions have been resolved as to the final allowable costs and fee, including establishment of final indirect cost rate(s) for all periods the contractor shall prepare a final voucher including any adjustments to vouchered costs necessitated by the final settlement of the contract price. Contractors must identify these vouchers by typing "Final Voucher" next to the voucher number. For contracts separately invoiced by delivery order, provide a schedule showing final total costs claimed by delivery order and in total for the contract. The contractor shall also provide an original and two copies of an updated EPA Form 1900-10, Contractors Cumulative Claim and Reconciliation, showing the total negotiated, cumulative costs for the contract. Indirect costs shall be included at the final negotiated rates.

In addition to the final voucher, the contractor must submit an original and two copies of the Contractor's Release; Assignee's Release, if applicable; the Contractor's Assignment of Refunds, Rebates, Credits and other Amounts; the Assignee's Assignment of Refunds, Rebates, Credits and other Amounts, if applicable; and the Contractor's Affidavit of Waiver of Lien, when required by the contract.



ATTACHMENT 6

SITE SPECIFIC INVOICING INSTRUCTIONS

SITE SPECIFIC INVOICING REQUIREMENTS  
September 25, 1995 (9:10am)

*This is not considered to be contradictory or in place of other contract clauses. Changes to the required format of the s/s attachment may be necessary to assist the Environmental Protection Agency's cost recovery efforts. The EPA will notify the contractor of any format changes as they become necessary.*

The Contractor shall provide an invoice/voucher that identifies the costs incurred at each site and/or operable-unit with an EPA site/spill identifier (SSID). These invoices may be for: Current expenses, reclaim for suspended costs, indirect cost adjustments, or audit adjustments. Invoices/vouchers for reclaiming suspended costs shall be submitted on a separate voucher. The voucher number shall be the original claim voucher number when suspensions are made. The letter "R" must be added to the end of the voucher number; ie 123R1, (if it requires more than one reclaim, invoices are to be numbered: 123R2, 123R3 etc.). All indirect cost adjustments due to EPA approved indirect rate adjustments must be submitted to EPA on a separate invoice (claim or credit as the adjusted rate requires). The invoice number should end with letter "Z", ie 117Z. Likewise, adjustments due to audit reports and a contracting officer letter referring to the subject audit report/s, must be submitted to EPA on a separate invoice (claim or credit as the audit report requires). The invoice number should end with the letter "X", ie 146X. For example:

Voucher purpose	Original voucher	Reclaim suspended costs	Indirect cost rate adjustments	Audit adjustments
Voucher number	123	123R1, 123R2..	117Z	146X

Invoices shall also include the following information:

1. A cost element summary that summarizes all the costs invoiced for the billing period by cost element such as labor, travel, equipment, other direct, subcontractor and overhead or indirect costs, as identified elsewhere in the contract.

2. A site specific detail attachment (S/S Attachment) to the invoice. All invoiced costs are separated into the following categories:

- Sites with an EPA SSID, e.g. "01X3," one line per site should be used; [See description at item 2 page 3].
- All other sites without an EPA SSID, e.g. "ZZ," one line per site should be used;
- Superfund non-site-specific costs for the whole contract and project support costs incurred on each multi-site task order, one line per task order;

- Non-Superfund costs, as applicable, one line item.

The required format of the invoice s/s attachment is provided in Exhibit I. The sum of the detailed costs on the s/s attachment must equal the total amount invoiced as shown on the cost element summary. Contractors responsible for contracts that involve task orders may submit a separate page for each task order [applying the same format] if so directed by the EPA project officer. The contractor shall use the invoice s/s attachment to record current monthly charges, indirect rate/audit adjustments, and adjustments for previously invoiced costs.

Contractors shall submit the invoices/vouchers in compliance with the contract "Submission of Invoices Clause." to the Research Triangle Park-Financial Management Center (RTP-FMC).

At fiscal year-end, contractors shall also allocate their non-site-specific costs through the annual allocation process as described in Clause G12 within the Contract.

Questions regarding site specific invoicing requirements should be directed to the Chief, Contract Payment Section, RTP-FMC at (919)541-2304. Questions regarding Annual Allocation should be directed to the Chief, Superfund Accounting Branch, Financial Management Division at (202)260-9268.

#### EXPLANATION OF EXHIBIT I SITE SPECIFIC DETAIL ATTACHMENT

The contractor shall report the total invoiced costs on the invoice s/s attachment broken down by the five categories of site/non-site charges: *Sites with an EPA SSID; all other sites without an EPA SSID; Superfund non-site costs; non-Superfund costs, and previous invoice site corrections.* For each site/non-site charge incurred during the billing period, the contractor shall provide the following information:

#### Column No.   Column Title

- 1      (Optional) Technical Direction Document (TDDs) or Task order Number (TA) - The full TA number is provided by the applicable EPA contract manager, ie. the Task Order Manager. If the contractor is providing a separate page for each TA, the TA number may be placed in the upper left corner. Otherwise the task order or TDD numbers must be placed in this column.
- 2      Region/SSID- This four-digit code, i.e. 01X3 or A1X3, consists of:
  - a. The first digit will always be a "0" ZERO. Unless the region exceeds the use of two-digit sites; then the first digit will be an alpha, ie. "A", "B".. Thus the SSID will be A1X3;
  - b. The second digit is the regional identifier, i.e. one (1) for Region I, two (2) for Region II etc. and zero (0) for Region X,
  - c. The third and fourth digits, representing the sites, are the last two digits of the four- digit SSID (see 2.a).  
*Example, if Region I sites did not exceed two digits, the*



*Region/SSID will be 01X3; however, if Region I sites exceeded the two digits, the Region/SSID will be A1X3.*

- 3 Action Code - Starting with FY96 funding, a two-digit action code must be used to represent different remedial, removal, and enforcement actions as provided by the Project Officer, via the task order (WA) or the technical direction document (TDD). However, for FY95 funding and before, the one-digit activity code may be used.  
(Note- For FY 1995 and prior, it was called 'activity' code; from FY 1996 and forward, it will be called 'action' code).
- 4 Operable Unit - If an EPA SSID has been separated into operable units or sub-sites for cost recovery purposes and have not been assigned their own SSID, the costs should be included on the invoice by operable unit name and any numeric designation of two digits. The operable unit number must be provided by the EPA contract manager, i.e. Task order Manager, Project Officer...etc. These operable unit costs should be subtotaled by the "parent" SSID for internal tracking purposes by EPA.
- 5 Site Name or Non-site Description - The name of the site, up to 28 characters. When the site name exceeds 28 characters, use the first 28.  
NOTE: For non-site-specific activities, use this column to briefly describe the non-site activity.
- 6 Action Sequence Number - The three-digit code used to represent the activities performed as given by "CERCLIS III." This number will be provided by the WAM/Project Officer as he/she acquires it from "CERCLIS III" . This three-digit code is provided via the task order (WA) or the technical direction document (TDD). The Action Sequence Number will be available sometime during FY 1996.
- 7 IFMS line Reference - Column shall be left blank. The IFMS line reference will be inserted by an EPA invoice Approving Official (PO). This three-digit line reference is found on the Invoice Approval Form (2550- 19T) .
- 8 Invoice Number/Legend - For corrections, insert the invoice number referencing the original charge for which the correction is being made. An invoice legend must be included at the bottom of the attachment, or on a separate enclosure to the S/S Attachment. The invoice legend shall describe the reason for the correction as it relates to a previously invoiced and paid amount. If more than one correction is made, explanation must be given for each by referencing the invoice number. The net amount for all corrections in column nine(9) must always be zero "00."
- 9 Current/Adjustment Amount - The amount to be charged or credited to the SSID, Operable Unit, pre-SSID, or non-site-specific account. If there are operable units within a site, list the cost of each Operable Unit and provide a subtotal for each SSID. SSID's must be sorted by region and site within each region.

- 10 Cumulative Charge - Show the cumulative charge for each Operable Unit, SSID or Pre-SSID.

Incurring and claimed charges should be listed and subtotaled on the S/S Attachment by row sequential order.

Row    Row Title

- 1    Previous invoice site corrections; *This is not for reclaiming previously suspended costs, nor intended for any indirect cost or audit adjustments.* Only corrections or adjustments of site costs charged to previous invoices shall be listed in Row 1. The subtotal for all corrections or adjustments in this row should equal zero. Every line item correction or adjustment must reference an original invoice number where the charge first appeared and a reason for the adjustment.
- 2    *Sites W/SSID; Costs for sites with an EPA SSID. The SSID is provided by the EPA contract manager, ie WAM, TDD or Project Officer (PO).*
- 3    *Sites W/O SSID; Costs associated with Superfund site-specific work where no SSID has been established "ZZ" accounts. Once the SSID is established, all "ZZ" costs associated with that site should be reclassified (adjusted from the "ZZ" to the appropriate site within 30 days of establishing the SSID). Thus, the contractor must, immediately, submit a letter to the Project Officer (PO) with an S/S Attachment. Only section one (1)-- Previous Invoice Site Correction-- must be completed. Consequently, the PO approves the reclassification letter and sends it to RTP-Financial Management Center for cost redistribution.*
- 4    *Non-site Superfund; Superfund non-site-specific costs, along with base and award fees, as described below.*

Contract-wide Program Management - Technical and Administrative; For those contracts requiring separate identification of technical and administrative program management such as ARCS. The respective amounts should be delineated in compliance with instructions provided either by the contract or WA. The requirement for separation of program management is defined in "Administrative Guidance under ARCS" and is available from the Superfund Regional Management Branch, Superfund/RCRA Procurement Operations Division, Office of Acquisition Management (OAM) at (202) 260-9158.

For contractors not subject to the technical/administrative differentiation requirements, contract -wide program management should be listed under "Contract-wide Program Management-Administrative."

Task Order Project Support; this line(s) shall include non-site-specific project support and management incurred with individual multi-site task orders. The contractor should note that these



costs should also be allocated to the sites under each respective task order as part of the annual allocation process. For further Guidance on annual allocation, contact the *Superfund Accounting Branch (SAB)* at (202) 260-9268.

Other Non-Site-specific Activities; If the contractors engage in activities apart from program management as described above, which cannot be related to specific sites, each of these activities must be described under the column six (*Site Name/Non-site description*). The purpose of breaking out non-site activities from program support is to assist the contractor and EPA in preparing the Annual Allocation report at the end of the year. All non-site activities must be determined to be either site-support or program-wide for cost recovery through the Annual Allocation process. Please note that, like Contract-wide non-site activities, these are also allocated to sites through the Annual Allocation process. See the Annual allocation contract clause and guidance for further details or contact the *Chief, Superfund Accounting Branch* at (202)260-9268.

Base and Award Fees; Base and Award Fees which are not site-specific should be listed in this Superfund Non-site Section.

- 5 Non-superfund; All non-Superfund costs invoiced should be reported on the s/s attachment by appropriation such as Oil, RCRA...etc. These costs must be sorted by TDD/WA within each appropriation; as directed by the project officer.
- 6 Total Invoice Amount; This amount is the total of the costs listed in column 9, "Current/Adjustment Amount", i.e., the total charges for this billing period. This must equal the total amount on the invoice cost element summary. There should be no total for the cumulative charge column.

NOTES TO SITE ATTACHMENT:

- Provide one line per site or activity, sorted alpha/numerically and by Region.
- Page Formatting:
  - Upper Left Corner - Contract Number, Delivery Order Number (if applicable), Invoice Number, and Task Order (optional).
  - Upper Right Corner - Contractor Name and Invoice Period of Performance.
  - Bottom Left Corner - Invoice Legend for previous invoice adjustments. This information may be provided as an enclosure to the s/s attachment if it could not be provided on the bottom left corner.
  - Bottom Right Corner - Page number for the attachments, i.e. Page 1 of 7, 2 of 7, ...etc.

ATTACHMENT 7

ANNUAL ALLOCATION OF NON-SITE SPECIFIC COST



ATTACHMENT 8

SUBCONTRACTING PLAN

**ICF INCORPORATED  
SUBCONTRACTING PLAN  
FOR  
SMALL BUSINESS, WOMEN-OWNED SMALL BUSINESS,  
HUBZONE SMALL BUSINESS  
AND  
SMALL DISADVANTAGED BUSINESS CONCERNS**

*Submitted to U.S. Environmental Protection Agency*

*Under*

*RFP No.: PR-HQ-00-10663*

*For The Period April 1, 2001 through March 31, 2006*

**October 3, 2000**

**By  
ICF Incorporated  
9300 Lee Highway  
Fairfax, Virginia 22031-1207**

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- G. Include FAR 52.219-8 "Utilization of Small Business Concerns" in all subcontracts offering further subcontracting opportunities.
- H. Cooperate in any studies or surveys of ICF subcontracting procedures and practices as may be required by the government.
- I. Submit reports of subcontracting to small business, women-owned small business, HUBZone small business and small business concerns owned and controlled by socially and economically disadvantaged individuals on such forms as may be specified in the contract. These reports will be prepared and submitted in accordance with the instructions on the forms and FAR clause 52.219-9.
  - 1. ICF agrees that, in the event we fail to comply in good faith with contractual obligations concerning the plan or the clause entitled "Utilization of Small Business," this contract may subject to liquidated damages as directed under 15 U.S.C. 637(d)(4)(F) and the Contracting Officer's decision in accordance with paragraph (c) of FAR clause 52.219-16.
  - 2. ICF further agrees to require all subcontractors (except small business concerns) that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction of any public facility) to adopt a plan similar to the plan that complies with the requirements of the FAR clause 52.219-9 "Small Business Subcontracting Plan".

**SECTION 1 – SMALL BUSINESS, WOMEN-OWNED SMALL BUSINESS, HUBZONE SMALL BUSINESS  
AND  
SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PROGRAM**

This small business, women-owned small business, HUBZone small business and small disadvantaged business subcontracting plan covers subcontracting under RFP Number PR-HQ-00-10663. The period of performance of the subcontracting plan is April 1, 2001 through March 31, 2006. ICF shall, at all times, in performance of this contract comply with all applicable laws, regulations, and directives pertaining to subcontracting with small business, women-owned small business, HUBZone small business and small business concerns owned and controlled by socially and economically disadvantaged individuals. In this regard, ICF shall:

- A. Use our best effort to attain such percentage goals as may be set forth in this plan and as may be otherwise required by the government under our prime contract.
- B. Designate an individual who will (1) maintain liaison with the government on matters relating to small business, women-owned small business, HUBZone small business, and small business concerns owned and controlled by socially and economically disadvantaged individuals, (2) supervise compliance with the clause entitled "Utilization of Small Business Concerns," and (3) administer our plan.
- C. Provide adequate and timely consideration of the potentialities of small business, women-owned small business, HUBZone small business and small business concerns owned and controlled by socially and economically disadvantaged individuals in all "make-or-buy" decisions.
- D. Assure that small business, women-owned small business, HUBZone small business, and small business concerns owned and controlled by socially and economically disadvantaged individuals will have an equitable opportunity to compete for subcontracts, by arranging solicitations, the time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation of such concerns.
- E. Maintain records showing (1) whether each prospective subcontractor is a small business, women-owned small business, HUBZone small business or a small business concern owned and controlled by socially and economically disadvantaged individuals, (2) procedures that have been adopted to comply with the plan and the policies set forth in this clause, and (3) with respect to the letting of any subcontract exceeding \$100,000, information will be substantiated as follows:
  - 1. Whether the award went to a large business, small business, women-owned small business, HUBZone small business or small business concerns owned and controlled by socially and economically disadvantaged individuals.
  - 2. Whether a small business, women-owned small business, HUBZone small business or small business concerns owned and controlled by socially and economically disadvantaged individuals were solicited.
  - 3. The reason for nonsolicitation of small business, women-owned small business, HUBZone small business or small business concerns owned and controlled by socially and economically disadvantaged individuals if such was the case.
  - 4. The reason for failure of small business concerns, women-owned small business, HUBZone small business or small business concerns owned and controlled by socially and economically disadvantaged individuals to receive the award if such was the case when such firms were solicited.



## SECTION 2 - GOALS

For this plan ICF establishes the following subcontracting goals:

<u>Business Type</u>	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Small Women-Owned HUBZone Small Disadvantaged	100%	100%	100%	100%	100%	100%

The above percentages can be applied to the total subcontracted level of effort applicable for each year to achieve the following dollar goals.

<u>Business Type</u>	Base	Option I	Option II	Option III	Option IV	Total
Small Women-Owned HUBZone Small Disadvantaged	\$300,855	\$309,876	\$319,157	\$328,755	\$338,613	\$1,597,256
Total Subcontract Amount	\$300,855	\$309,876	\$319,157	\$328,755	\$338,613	\$1,597,256

ICF's primary criteria in selecting a firm or individual to be a member of the team were as follows:

- **Small, Disadvantaged Businesses:** Our purpose was to identify and include one or more small, disadvantaged businesses that would provide technical expertise relevant to the Statement of Work areas and Region 9's needs.
- **Technical Merit and Personnel Qualifications:** Our purpose was to assemble a Team that could provide first-class support to Region 9 in all SOW task areas. ICF has provided such support without assistance in the past, but we responded to the Agency's interest in SDB participation. We sought to identify and include a firm that specialized in one or more of the SOW task areas and that works in Region 9 and is familiar with Regional requirements.
- **Experience:** Our purpose was to include an SDB that has demonstrate, as a result of past experience working with the proposed team and Region 9, that they could add value to the support ICF will provide to the Region.

LDC is a small, minority-owned professional services firm that specializes in data validation and quality assurance document review and support. LDC is an environmental chemistry and data management company with over 75 years of combined staff experience in data quality, database implementation, and data usability services. Based in Carlsbad, California (near San Diego), the firm provides third party data validation (both manual and electronic), data management, and preparation and review of electronic deliverables, primarily for Navy, Air Force, and Army site remediation activities. They have also provided support directly for EPA

Region 9. Further, we have worked with them in the past and they have demonstrated their ability to do quality, responsive work. Their rates are competitive with those of other firms from whom we have received similar services and are comparable to those being offered by ICF. During negotiations, they agreed to accept escalation percentages proposed by ICF, which we believe are competitive.

Indirect and overhead costs have not been included in the dollar and percentage of subcontracting goals stated above.



### **SECTION 3 - REPORTS OR AUDIT**

ICF will submit Standard Form 294, "Subcontracting Report for Individual Contracts", and/or SF 295, "Summary Subcontract Report" in accordance with the instructions on the forms.

ICF will ensure that its subcontractors agree to submit Standard Form 294 and 295.

ICF will ensure that the regional office of the Small Business Administration receives copies of SF 294 and/or SF 295 from ICF and its subcontractors (when applicable).

When ICF awards subcontracts in excess of \$100,000, ICF will document the reasons for not soliciting small business, women-owned small business, HUBZone small business, or small disadvantaged business concerns, or the reasons why the solicited concerns were unsuccessful will be documented.

ICF will, on an ongoing basis, track its achievements of the small and minority business goals as a dollar value and percentage of total subcontract costs.

All records applicable to subcontractor activities will be made available to government auditors for review at all reasonable times.

## SECTION 4 - RECORDS

All records will be available for inspection at all reasonable times and, as a minimum, each file will contain the following data:

- Copy of the Procurement Document (subcontractor purchase order).
- Copies of bids or negotiation record including prices offered and names and addresses of bidders or offerors.
- Authorization of Procurement.
- Copies of all addenda.
- Copies of pertinent correspondence.
- Copies of Bid Solicitation for Bids and list of firms to which issued.
- Other pertinent documents or correspondence required by the government.